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GRANTING OF AWARDS POLICY

Version 2.0

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Authorised by: CEO

1 Document Control

Version	Date	Amended by	Changes Made
1.0	14/11/2012	Registrar	Initial document
1.1	15/12/2016	Academic Quality	Minor amendment (new HE standards)
2.0	04/01/2022	Registrar	Update to new template and minor amendments

2 Purpose

To determine the policy and principles which apply for the issuance of qualifications and statements of attainment.

3 Scope

Applies to Box Hill Institute in relation to the granting of awards.

4 Policy Statement

The Institute issues certificates to students on completion of all course requirements.

The Institute issues statements of attainment to students who have ended their study and completed one or more accredited units from a nationally recognized qualification, accredited course or higher education course in partial completion of the qualification.

The issuance of VET qualification certificates and statements of attainment will be limited to those courses, skill sets and units which are detailed on the Institute's scope of registration with the Australian Skills Quality Authority (ASQA), or have previously been on the scope and students are completing, and are issued in line with Standards for Registered Training Organisations (2015).

The issuance of higher education certificates and statements of attainment will be limited to those courses which are registered with the Tertiary Education Quality and Standards Agency (TEQSA), or have previously been registered with TEQSA and students are completing, and are issued in line with Higher Education Standards Framework (2021).

The issuance of pre-accredited course certificates of participation will be in line with Adult Community and Further Education (ACFE) Board requirements.

The issuance of non-assessed short course certificates will be upon request.

For senior secondary students studying the Victorian Certificate of Education (VCE) and Victorian Certificate of Applied Learning (VCAL), completion certificates where a student is eligible and records of results will be issued to students directly by the Victorian Curriculum and Assessment Authority (VCAA) in line with the VCE and VCAL Administrative Handbook, and not by the Institute.

VET and higher education qualifications and statements of attainment will only be issued to students with a valid and verified Unique Student Identifier (USI) recorded in the Institute's student management system, with the exception of any student or student group granted a USI exemption under the Student Identifiers Act (2014).

All qualifications, certificates and statements of attainment will only be issued to students who have met all fee requirements, and have no outstanding sanctions applied to their record, unless otherwise authorized by the Chief Finance Officer or Registrar.

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Formatting of VET qualification certificates and statements of attainment issued by the Institute will meet current Australian Qualifications Framework (AQF) guidelines for issuance of qualifications and statements of attainment.

Formatting of all higher education qualification certificates issued by the Institute will meet current Higher Education Standards Framework (HESF) guidelines for issuance of qualifications.

Formatting of pre-accredited course certificates of participation will be in line with Adult Community and Further Education (ACFE) Board formatting guidelines.

Formatting of all other Institute approved certificates will be in line with the Institute's Qualification/Category Type Certificate Guidelines.

The Institute seal will be affixed to certificates for all nationally recognised and state accredited VET courses and all higher education courses where relevant.

Records of issuance will be maintained in accordance with record keeping requirements of the Standards for Registered Training Organisations (2015), the Higher Education Standards Framework, and the Retention and Disposal Authority for Records of the Higher and Further Education Functions (PROS16/07) as published by the Public Records Office of Victoria (PROV).

A certificate register will be maintained by Student Administration for all certificates issued.

The Institute will replace lost, damaged or destroyed awards/certificates and statements of attainment.

Replacement awards/certificates and statements of attainment will be subject to a replacement fee, as set annually by the Registrar.

Replacement certificates and statements of results for students who studied VCE or VCAL are issued by VCAA. Students who have lost their original certificate or statement of results for VCE or VCAL studies undertaken must apply to directly VCAA for a replacement.

For students attending a graduation ceremony after their course completion certificate has been issued, a Graduation Attendance Acknowledgment certificate only will be issued at the graduation ceremony for the relevant course.

Students must ensure their personal details registered with Student Administration including full name, postal address, phone contact number/s and email address are up-to-date at all times and prior to course completion. Any changes must be advised via the submission of a Personal Details Variation Form to Student Administration.

5 Code of Conduct

All students are expected to conduct themselves in a manner consistent with the Box Hill Institute Student Code of Conduct.

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Staff Code of Conduct.

6 Definitions

Term	Definition
ACFE	Adult Community and Further Education Board (regulator for pre-accredited courses)
AQF	Australian Qualifications Framework
ASQA	Australian Skills Quality Authority (for VET courses)
Award	A certificate representing the completion of a student's study in a course with the Institute, and may include: Qualification award (HE) - issued by an approved higher education provider when an individual has completed all required subjects of a higher education course; or Qualification award (VET) - issued by a registered training organisation when an individual has completed all required components from nationally recognised qualifications/accredited courses in line with the qualification packaging rules; or Pre-accredited course certificate of participation – issued by a provider approved by the ACE Board for pre-accredited course delivery; or Institute approved award – issued by Box Hill Institute when an individual has completed all required units of an Institute approved course.
BQS	Box Hill Quality Management System
Course	One or more units comprising a course of study, which has a title, and a code in the student management system maintained by the Registrar and leads to an award
HE	Higher Education (usually Degree courses)
HESF	Higher Education Standards Framework
PROV	Public Records Office of Victoria
RPL/RCC	Recognition of prior learning / recognition of current competency – where prior study completed or skills attained are formally recognised against national units
RTO	Registered Training Organisation
SMS	Student Management System
Statement of Attainment	A statement of attainment is issued by a registered training organization or higher education provider when an individual has ended their study and completed one or more units of competency/subjects in partial completion of a nationally recognized VET qualification, skill set containing accredited/national units of competency, or a higher education qualification.
TEQSA	Tertiary Education and Quality Standards Agency (for HE courses)
Testamur	An official certification document that confirms that a qualification has been issued to an individual. In Australia, it may also be called an 'award', 'certificate' or 'parchment'.
The Institute	Box Hill Institute (BHI)
USI	Unique Student Identifier
VCAA	Victorian Curriculum and Assessment Authority (governing senior secondary studies)
VCAL	Victorian Certificate of Applied Learning (senior secondary qualification)
VCE	Victorian Certificate of Education (senior secondary qualification)
VET	Vocational Education and Training (Certificate I to VET Graduate Diploma level courses)



7 Related Policies & Procedures

- Granting of Awards Procedure
- Student Enrolment Policy and Procedure
- Student Code of Conduct

8 Related Operating Guidelines

- Qualification/Category Type Certificate Guidelines
- BHI Student One Guidelines for Award Eligibility Checking

9 Related Forms

- Award Application forms (Externally accredited / Internally Approved / Apprentice / Trainee / Short Course)
- Statement of Attainment Application Form
- Request for Replacement Certificate
- Personal Details Variation Form

10 Related Legislation and Registration

10.1 Box Hill Institute Group

- Granting of Awards Procedure

10.2 External

- Standards for RTOs 2015 (Australian Skills Quality Authority – under the National Vocational Education and Training Regulator Act 2011)
- Higher Education Standards Framework 2021 (under the Tertiary Education and Quality Standards Agency Act 2011)
- Australian Qualifications Framework
- Student Identifiers Act (2014)
- Retention and Disposal Authority for Records of the Higher and Further Education Functions (PROS16/07) (Public Records Office of Victoria)
- Guidelines for use of Certificate of Participation for Pre-accredited Training (ACFE)
- VCE and VCAL Administrative Handbook (VCAA)
- Equal Opportunity Act 2010

11 Records

Records will be maintained in accordance with the requirements of Box Hill Institute's Records Management Policy and Procedures.

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Where the privacy of individuals may otherwise be compromised, records will be kept secure and confidential.

Where the privacy of individuals may otherwise be compromised, records will be maintained as confidential.

12 Review

This policy must be reviewed no later than three (3) years from the date of CEO Approval. The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

13 Responsibilities

The **Registrar** is responsible for implementation of the granting of awards policy and procedure.

Teaching Faculty Deans, and Faculty Teaching Managers and/or Coordinators listed for Awards Approval are responsible for reviewing a student's eligibility for an award and approving applications for an award for courses in their faculty within required timeframes.

The **Awards Administrators – Student Administration** are responsible for the receipt of and processing of award applications into the student management system, the printing and issuance of certificates within required guidelines and timeframes, and the issuance of replacement certificates upon request.


The **Information Systems Management Team – Registrar's Centre** are responsible for the processing, printing and issuance of certificates for pre-accredited courses within required ACEF guidelines.

The **Student Management System Trainer and Documenter** is responsible for training new Awards Approval Officers in completion checking processes.

Students are responsible for obtaining, completing and submitting an Award application upon course completion (short courses and pre-accredited courses excepted); submitting an RPL/RCC/Credit Transfer application to have any prior study completed formally recognised; ensuring all fees are settled prior to course completion; and, ensuring all sanctions are addressed prior to course completion.

14 Policy Owner

The Executive Director of Student Experience is the owner of this policy.

Executive Director Signature	Date Endorsed	Name/Title
	14/01/22	Jennifer Newport Executive Director, Student Experience

Author/s	Name
Registrar	Carolyn Luscombe

Document: Granting of Awards Policy


Document No.: SXP-REG-POL001

Process Area: Student Experience



15 Approval Body

The CEO is the approval body.

Signature	Date Endorsed	Name/Title
	19 / 1 / 2022	Vivienne King CEO

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